

PROCEDURAL GUIDANCE MESSAGE

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|---|--------------|--------|-------------------------|------------------------|----|----------------------|---------------|-----------------------------|----|-----------------------------------|---------------|
| Name and Grade of Action Officer MSGT SHERRI L. TROWBRIDGE | | | | Office Symbol RSOPB | | Series Number 619 | | Signature of Action Officer | | Implementation Date: 20 Mar 03 | |
| | To | Action | Initials/Date | | To | Action | Initials/Date | | To | Action | Initials/Date |
| 1 | RSOP/ CCU | Coord | RSOP _____ CCU _____ | 5 | | | | 9 | | | |
| 2 | JA | Coord | JA _____ | 6 | | | | 10 | | | |
| 3 | RSO/ CCU | APPR | RSO _____ CCU _____ | 7 | | | | 11 | | | |
| 4 | RSOPA | X-MIT | _____ | 8 | | | | 12 | | | |

FROM: HQ AFRS/RSO

SUBJECT: Reservation Manual Quality Controls

TO: All Operations/MEPS Personnel

- In order to ensure your applicants are qualified for AFSCs, you must manually verify qualifications through quality control procedures. AFSC requirements are built in MILPDS in accordance with AFMAN 36-2108. The prerequisite report in MILPDS has the mandatory requirements needed for each AFSC. There are some special qualifications that must be done through a manual process. Use this PGM along with the prerequisite report for each AFSC, the applicant's physical, and the AFRISS personnel record. The attached prerequisite report shows explanations of requirements.
- General Requirements:
 - ALL applicants must see the BMT and Aptitude Index (AI) videos.
 - Applicants with a HQ AETC/SGPS waiver for epilepsy or seizures are to be enlisted in the Admin Aptitude Area or General Aptitude Area only.
 - AFSC requiring verification of academic course completion must be verified by the MLS prior to EAD, include the original copy of the source document in the enlistment package
 - For AFSCs that require a valid state driver's license, applicants must have it in their possession before job reservation. Applicants must have a fully valid drivers license on EAD. Suspended/revoked licenses and conditional/restricted/provisional (applicants have limitations on driving times or number of passengers or must reapply for a new fully valid driver's license after a certain age) licenses are unacceptable for EAD. Expiration date must be greater than 2 weeks after EAD. District of Columbia, US Territorial possessions, and DOD licenses are acceptable. Learner's permits and international driver's license are never acceptable.
- The following AFSCs require a Class III physical and Surgeon General Certification: 1A031, 1A131, 1A231, 1A331, 1A431, 1A531, 1A631, 1A731, 1A831, 1C131, 1C231, 1C631, 1T231, 4M031. The following 1AXXX AFSCs require normal Depth Perception: 1A031, 1A131, 1A231, 1A331, 1A731.
- Must be 18 years of age *before* entry to BMT in the following AFSCs: 1C131, 2A732, 4A231, 4B031, 4R031, 4Y031.
- AFSC Requirements:
 - 1A831 - Applicants reserved to EAD after 31 Mar 04 **MUST** have a DLAB Score of 100 or higher
Applicants **WILL NOT** be grand fathered
 - 1N031 – Normal Depth Perception mandatory
 - 1N330 – Applicants reserved to EAD after 31 Mar 04 **MUST** have a DLAB Score of 100 or higher
Applicants **WILL NOT** be grand fathered

- 1T031 – Normal Color Vision mandatory. No fear of insects or snakes. No history of drug or alcohol abuse
No history of suicide gestures or attempts. No history of behavior disorders.
- 2E132 – Will perform fear of heights test at BMT.
- 2E632 – Normal gait and balance. Will perform fear of heights test at BMT.
- 2E633 – Will perform fear of heights test at BMT.
- 3E231 – Normal Color Vision mandatory
- 3E331 – Will perform fear of heights test at BMT.
- 3E433 – No hypersensitivity to chemicals or venoms
- 3E731 – “Soft Contact Wearer – no minimum vision requirements if they’ve worn soft contacts for
6 months with no problems. Hard contact wearer – uncorrected cannot be lower than 20/100.”
- 3E831 – Must sign and date EOD Fact Sheet and view EOD film *prior* to signing the enlistment contracts.
Original copy of fact sheet must be included in BMT package.
- 3P031 – Refer to PGM 603, must view Security Forces film prior to signing enlistment contract.
- 3M031 – No conviction by Court martial, never convicted and sentenced to confinement by a civilian court.
- 3N031, 3N032 – Proof of Typing class required prior to entry to BMT. Test will also be administered at BMT
(20 wpm).
- 6C031 – No speech Impediment. No conviction by Court Martial or never have received non-judicial
punishment for dereliction in the performance of duties involving contracting activities, larceny, or
misappropriation of government funds or property.
- 6F031 – No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful
appropriation, or burglary. Never received non-judicial punishment under the UCMJ or been
convicted by military court martial for offenses involving acts of larceny, wrongful appropriation,
robbery or burglary.

All Intel AFSCs (any 1NXXX AFSC including 1A831) can not have been a member of Peace Corps

All 1AXXX AFSCs require a minimum height of 64 inches. No rounding up is authorized

6. Remember, the pre-requisite report you run in MILPDS is “live” and needs to be reviewed upon each
reservation/initial QC, 15 day QC, and EAD day QC and/or at any other time you are verifying qualifications.
Also, ensure on each QC that you bring the record up in MILPDS Seat Match. Applicants entering BMT not
qualified for their guaranteed AFSC/AI can result in erroneous enlistments, job changes, and discharge from
the Air Force. If you are unsure of any qualifications, please refer questions through your chain of command
to AFRS/RSOPB at 210-652-4565 or DSN 487-4565 or Standards section at 210-652-6188.

FOR THE COMMANDER

//SIGNED//

DANIEL WOOLEVER, Lt Col, USAF
Deputy Chief, Operations Division